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ABSTRACT

Rules adopted by the Illinois Community College Board (ICCB) related to administration, recognition, programs, students, finance, and capital projects are presented in this report. Subpart A of the report focuses on ICCB administration, containing rules related to advisory groups, rule adoption, manuals, advisory opinions, the executive director, information requests, the organization of the ICCB, appearance at ICCB meetings, and appeal procedures. Subpart B, presenting rules related to college recognition, focuses on recognition provisions, evaluation, review and appeal, and recognition standards. Subpart C deals with programs, listing rules regarding program approval, program requirments, statewide and regional planning, extension centers, state or federal institutions, cooperative agreements, and reporting requirements. In subpart D, student-related rules concern admissions, student services, academic records, student evaluation, and reporting requirements. Rules related to finance are presented in subpart E, including those pertaining to financial planning; audits; budgets; non-resident student tuition calculations; financial statements; credit hour, disadvantaged student, and economic development grants; and reporting requirements. Finally, subpart F lists rules governing capital projects, their approval, funding, changes, and reporting requirements. Each subpart begins with definitions of terms. (LAL)

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RULES

OF THE

ILLINOIS COMMUNITY COLLEGE BOARD

Fiscal Year 1985

Illinois Community College Board
509 South Sixth Street, Room 400
Springfield, Illinois 62701
Telephone: (217) 785-0123

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OF THE
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SUBPART A: ILLINOIS COMMUNITY COLLEGE BOARD ADMINISTRATION

Section 1501.101 Definition of Terms

Act. The "Act" is the Illinois Public Community College Act.

Board. The "Board" is the Board of Trustees of an Illinois public community college district.

College. A "college" is an Illinois public community college.

Executive Director. The "Executive Director" is the executive officer and the executive secretary of the ICCB.

ICCB. The "ICCB" is the Illinois Community College Board; also referred to in statute as the "State Board."

Student Advisory Committee (SAC). The "Student Advisory Committee" is the ICCB student advisory committee specified in Section 2-1 of the Act.

Student Member. The "student member" is the member of the ICCB who has been selected by the ICCB's Student Advisory Committee. The student member has all the privileges of membership defined in Section 2-3 of the Act.

Section 1501.102 Advisory Groups

a) Advisory Organizations. Independent organizations may be considered by the ICCB to be advisory upon petition to the State Board. Independent organizations so recognized by the ICCB as "advisory" will have the opportunity to bring matters before the ICCB during each regular ICCB meeting and will have an opportunity to provide advice to the ICCB on proposed rule and policy adoptions and matters of interest to community colleges. An advisory organization may have its recognition status withdrawn by action of the ICCB or by request of the organization. Advisory organization recognition may be granted by the ICCB at the request of an organization which meets the following criteria:

1) The organization exists independently of the ICCB and any individual college;

2) A primary purpose of the organization is to deal with matters of systemwide importance; and

3) Representatives of Illinois community college districts are included as voting members of the organization.

b) Advisory Committees - Standing. Standing advisory committees to the ICCB will be authorized and appointed by the ICCB. Membership and terms of appointment shall be established at the time of authorization.

c) Advisory Committees - Ad Hoc. The Executive Director is authorized to appoint ad hoc advisory committees to advise the ICCB staff on specific projects. The terms of appointment shall be for one (1) year or less.

d) Student Advisory Committee

1) Purpose. The purposes of this committee are to:

A) Review policies and issues which may affect community college students.

B) Identify issues which may be important to students.

C) Select the ICCB student member.

2) Membership. The SAC shall consist of seventeen (17) members and the ICCB student member, who will be an ex officio member of SAC.

3) Membership Requirements. Each member of SAC shall be enrolled in an Illinois public community college for a minimum course load of six (6) semester or quarter credit hours during both the fall and spring semesters (fall/winter/spring quarters) for each term of his/her appointment. If the course load of a member falls below the credit hour minimum, that member shall be replaced by his/her alternate if an eligible alternate has been appointed by the ICCB. If an appointed alternate is not available, the position shall be left unfilled for the remainder of the term.

4) Length of Term. Each member shall serve for an annual term beginning November 1 and ending October 31. A student shall serve on SAC for no more than two terms, and service during a partial term shall be considered one term.

5) Selection.

A) Members of SAC shall be appointed or reappointed by the ICCB from nominees submitted by selected community colleges. In making selections, the Board will consider the recommendations of the college, larger number of credit hours earned, and the previous involvement in organized college student activities.

B) Appointments to SAC will be made from the previous year's SAC membership and from the list of community colleges which appears in Section 1501.102(d)(5)(E). The previous year's SAC membership will be polled by September 15 to determine those members who intend to return to the community college they are now attending. Those members who indicate an intent to return to college and who express a desire to serve a second term on SAC will be considered as nominees for SAC the following year. From this group, at least one-half will be reappointed to a second term with a maximum of eight (8) reappointments. To complete the members of SAC, two (2) nominations will be requested from each college numbered consecutively on the list in Section 1501.102(d)(5)(E) starting with the college immediately following the group of colleges which last submitted nominations and including as many colleges as necessary to achieve the eventual appointment of seventeen (17) SAC members. The deadline for nominations is October 1. All reappointments and new appointments will be made at the regular ICCB meeting following the October 1 deadline.

C) For those members selected from the previous SAC, there will be no alternate member. For those members selected directly from colleges, the nominee not selected as a member will be appointed as the alternate. Alternates may represent the member at SAC meetings and will succeed the member if the member becomes ineligible. If an alternate becomes ineligible, a second alternate will not be appointed.

D) In the event a prospective continuing member fails by September 15 to establish eligibility for the following fall term or declines to serve by September 15, the next college on the list will be requested to furnish nominations. In the event a college fails to submit nominations by October 1, two (2) nominations will be requested from each college numbered consecutively on the list in Section 1501.102(d)(5)(E) starting with the college immediately following the group of colleges which last submitted nominations and including as many colleges as necessary to achieve the eventual appointment of seventeen (17) SAC members.

E) For the purposes of nominating members to SAC, the colleges shall be sequenced as follows:

i) Black Hawk College (East)
ii) College of DuPage (Main)
iii) College of Lake County
iv) Kankakee Community College
v) Kennedy-King College (City Colleges of Chicago)
vi) Lincoln Land Community College
vii) Lincoln Trail College (Illinois Eastern Community Colleges)
viii) Moraine Valley Community College
ix) Olney Central College (Illinois Eastern Community Colleges)
x) Parkland College
xi) Rock Valley College
xii) State Community College
xiii) Spoon River College
xiv) Shawnee College
xv) Waubonsee Community College
xvi) Wilbur Wright College (City Colleges of Chicago)
xvii) William R. Harper College
xviii) Black Hawk College (East)
xix) Carl Sandburg College
xx) Chicago Urban Skills Institute (City Colleges of Chicago)
xxi) City-Wide College (City Colleges of Chicago)
xxii) Danville Area Community College
xxiii) Elgin Community College
xxiv) Harry S. Truman College (City Colleges of Chicago)
xxv) Highland Community College
xxvi) Illinois Central College
xxvii) John A. Logan College
xxviii) Kaskaskia College
xxix) McHenry County College
xxx) Prairie State College

xxxi) Malcolm X College (City Colleges of Chicago)
xxxii) Southeastern Illinois College
xxxiii) Thornton Community College
xxxiv) Triton College
xxxv) Wabash Valley College (Illinois Eastern Community Colleges)
xxxvi) Belleville Area College
xxxvii) College of DuPage (Open)
xxxviii) Frontier Community College (Illinois Eastern Community Colleges)
ixl) Illinois Valley Community College
xl) Joliet Junior College
xli) John Wood Community College
xlii) Kishwaukee College
xliii) Lake Land College
xliv) Lewis & Clark Community College
xlv) Loop College (City Colleges of Chicago)
xlvi) Richard J. Daley College (City Colleges of Chicago)
xlvii) Morton College
xlviii) Oakton Community College
il) Olive-Harvey College (City Colleges of Chicago)
l) Rend Lake College
li) Richland Community College
lii) Sauk Valley College

6) Chairman. The SAC shall select a Chairman at one of its first two meetings by a majority vote of members present. If the Chairman is absent for any meeting, the membership shall select a Chairman Pro Tem by a majority vote of members present. The Chairman shall preside at all meetings of SAC. The Chairman or Executive Director of the ICCB shall call SAC meetings.

7) SAC Meetings. Reimbursement for actual and necessary meeting expenses of SAC members will be in accordance with Section 2-7 of the Act.

8) ICCB Meetings. The SAC shall be included on all regular ICCB meeting agendas in the same manner as advisory organizations.

e) Selection of ICCB Student Member. The student member of the ICCB shall be selected by June 1 from all Illinois community college students who meet ICCB student membership requirements as delineated in Section 1501.201(f).

f) Membership Requirements of ICCB Student Member. The ICCB student member shall be enrolled in an Illinois public community college for a minimum course load of six (6) semester or quarter credit hours during both the fall and spring semesters (fall/winter/spring quarters) for each term of his/her appointment. If the course load of the student member falls below the minimum credit hours, that member shall be replaced by a vote of SAC.

g) Length of Term of ICCB Student Member. The student member of the ICCB shall serve for a term of one (1) year beginning on July 1 and expiring on June 30. No student member shall be reappointed to a second term. Service during a partial term shall not be considered as one term.

Section 1501.103 Rule Adoption

Section 1501.104 Manuals

The Executive Director is authorized to develop and promulgate manuals for the purpose of administering ICCB rules.

Section 1501.105 Advisory Opinions

The ICCB will provide advisory opinions regarding interpretation of the Act to community colleges upon request of the President or Chairman of the Board and with the approval of the ICCB Chairman and Executive Director. Such opinions also will be provided to recognized advisory organizations upon request of the chairman of each group, subject to approval of the ICCB Chairman and Executive Director.

Section 1501.106 Executive Director

The Executive Director shall perform all specific statutory responsibilities, administer the ICCB rules, and perform any other duties requested or delegated by the ICCB.

Section 1501.107 Information Request

Section 1501.108 Organization of ICCB

Section 1501.109 Appearance at ICCB Meetings

With at least seven (7) days prior written notice to the Chairman or the Executive Director of the ICCB and with the concurrence of the Chairman, a representative of any college or the public at large may bring matters to the attention of the ICCB or provide comment on matters already before the ICCB. The written notice requirement may be waived by the Chairman.

Section 1501.110 Appeal Procedure

Any ICCB decision, not otherwise covered by a specific appeal procedure, may be appealed within thirty (30) days of the decision by submitting a written request for reconsideration of the decision to the ICCB Chairman. The Chairman shall review the request and place it on the agenda of the next regularly scheduled meeting of the ICCB. The appellant may make both oral and written presentations to the ICCB at the time the decision is reconsidered.

SUBPART B: RECOGNITION

Section 1501.201 Definition of Terms

ICCB Grants. "ICCB grants" are funds appropriated by the State of Illinois to be distributed to colleges and administered by the ICCB.

Non-recognition. "Non-recognition" is a status granted to a college, when the college has continued its failure to comply with ICCB recognition standards.

Probation. "Probation" is a status granted to a college which is not in compliance with ICCB recognition standards.

Recognition. "Recognition" is a status granted to a college which is in compliance with ICCB recognition standards either at the time of evaluation or within the time specified by the ICCB.

Section 1501.202 Recognition Provisions

a) Recognition Status. A college will be granted the status of recognition, probation, or non-recognition.

1) Probation. A college may be placed on probation when the college fails to comply with ICCB recognition standards. A college which has been placed on probation may apply to have probation removed only upon completion of one (1) year of probation. Upon receipt of the application, the college's recognition status will be reevaluated following a visit to the college by the ICCB within sixty (60) days. A decision on the reevaluation will be submitted to the college in writing within thirty (30) days of the visit.

2) Non-recognition. A college which fails to comply with the ICCB recognition standards and such failure to comply has continued through one (1) year of probation may have its recognition withdrawn. A college which has had its recognition withdrawn may apply for recognition at such time as all requirements set forth by the ICCB for removal of non-recognition have been satisfied.

b) Effect of Recognition. A college will be considered recognized for purposes of the Act if it has been granted the status of recognition or is on probation. Any college so recognized will be entitled to receive ICCB grants for which the college is otherwise entitled and eligible.

c) Effect of Non-recognition. A college which has had its recognition withdrawn may apply for recognition at such time as all requirements set forth by the ICCB have been satisfied. A college on non-recognition status will have state funding suspended on a prorata, per diem basis for the period of time for which such status is in effect.

d) Recognition Action. Recognition is considered to be continuous unless action is taken to withdraw it. The ICCB will act on the recognition status of each college visited within a given year at its first regular meeting after receipt of the ICCB recognition report.

1) Initial Recognition. A college which has not previously been granted a recognition status by the ICCB may apply for a recognition status at any time.

2) Continuation of Recognition. A college which has the status of recognition shall apply for continuation of recognition by September 1 of the academic year in which the college is to be visited. The ICCB visits the colleges for the purposes of recognition once every three (3) years. A schedule of visits for the following fiscal year shall be mailed to all colleges by June 30 of the previous fiscal year.

e) Multi-college Districts. In multi-college districts, recognition action will be separate for and specific to each college in the district.

Section 1501.203 Evaluation

The ICCB will conduct an on-site evaluation of each college every three (3) years. The purpose of the evaluation will be to determine compliance with ICCB recognition standards. No college will be placed on probation or on non-recognition without having received an on-site evaluation prior to the effective date of that assigned status. A college will receive a least sixty (60) days notice before its recommendation status will be acted on by the ICCB. This notice shall be in the form of a report to the college of the on-site evaluation and shall contain a listing of all reasons for the recommended status along with any necessary steps for remediation.

Section 1501.204 Review and Appeal

The ICCB may place a college in a non-recognition status for failure to meet recognition standards after sixty (60) days notice to the college to comply. Any college whose recognition is withdrawn may file a written request with the ICCB for a hearing on the decision, within thirty (30) days after receipt of a notice thereof. Pending the hearing and decision, any consequences of withdrawing recognition will be suspended. At the direction of the ICCB, the ICCB Chairman shall appoint a fact-finding committee to participate in the hearing for the purpose of presenting facts and making recommendations for decisions. The ICCB may appoint a hearing officer to preside at the hearing to receive such evidence, information, and recommendations as may be required and to prepare a report containing findings, facts, and recommendations for final administrative action by the ICCB. The ICCB will issue its final administrative decision at its next regular meeting following receipt of the hearing officer's report.

Section 1501.205 Recognition Standards

The statements that follow define the standards which shall be met by each college which seeks to be recognized by the ICCB.

a) The Board shall serve as the policy-making body for the district and for all colleges within the district.

b) Roles of the Board and of the chief executive officer and administrative staff shall be delineated in Board policies.

c) Administration of the district/college shall be in accordance with policies of the Board.

d) The college shall maintain the following documents or information:

1) Board policy manual;

2) staff handbooks(s) or copy of rules pertaining to faculty and administrative staff;

3) organizational chart;

4) college catalog or other written information on course listings, programs, admission requirements, grading system, financial aid, and graduation requirements; and

5) student handbook or copy of rules pertaining to students.

e) Complete and accurate reports shall be submitted by the district/college to the ICCB in accordance with ICCB requirements, on forms provided by the ICCB.

f) The district/college shall be in compliance with all applicable ICCB rules and the Act.

SUBPART C: PROGRAMS

Section 1501.301 Definition of Terms

Branch Campus. A "branch campus" is a permanent subdivision of a college located on a site separate and beyond a reasonable commuting distance from the main campus where:

all courses required for one or more associate degree programs are operated at the site by the parent college;

operations are full-time; and

facilities are owned or leased for more than a five-year period.

Community Education. "Community education" activities are non-credit classes designed to meet individual goals.

Course. A "course" is a sequential presentation, through one or more instructional modes, of subject matter in a particular field to meet specific objectives within a designated time period, such as a semester or a quarter.

Lower-division Courses. "Lower-division courses" are courses designed to provide credit for the first two years of a four-year baccalaureate degree.

Upper-division Courses. "Upper-division courses" are courses designed to provide credit for the final two years of a four-year baccalaureate degree.

Variable-credit Course. A "variable-credit course" is a course for which the number of credits awarded depends on the extent to which the objectives of defined increments of sub-units of the course are met, and which has been approved by the ICCB.

Curriculum. A "curriculum" is a series of courses designed to lead to an associate degree or a certificate.

Pre-baccalaureate. "Pre-baccalaureate" curricula are liberal arts and sciences and pre-professional curricula designed to qualify the student for transfer to a college or university offering the baccalaureate degree.

Occupational. "Occupational" curricula are vocational, technical, semi-technical, and career curricula designed to provide students with planned, coordinated, and comprehensive experiences which provide job training skills leading directly to employment, retraining, and/or upgrading of skills to meet individual, local, and state manpower needs.

General Studies. A "General Studies" curriculum consists of courses designed to meet individual student goals, in the promotion of personal improvement and self-understanding.

Remedial Education. A "Remedial Education" curriculum consists of courses in computation, communication (i.e., writing and speaking), and reading, designed to improve the competency of high school graduates, or those persons achieving high school equivalency through standardized testing, to the level necessary for placement into communication and mathematics courses required of first-year college students. Remedial courses reiterate basic skills that students were expected to have mastered prior to entry into post-secondary education.

Adult Basic Education. An "Adult Basic Education" curriculum consists of basic skills courses designed to bring students to a competency of eighth-grade equivalency, including English as a Second Language instruction to a level of eighth-grade equivalency.

Adult Secondary Education. An "Adult Secondary Education" curriculum consists of courses designed to bring students to a competency of twelfth-grade equivalency and General Educational Development (GED) examination preparation.

District Curriculum. A "district curriculum" is a curriculum approved for offering within a district, on the basis of student interest, employment demand, and available resources within a district.

Regional Curriculum. A "regional curriculum" is a curriculum approved for offering within a planning region, on the basis of student interest and employment demand within the region.

Statewide Curriculum. A "statewide curriculum" is a curriculum approved for offering on the basis of student interest and employment demand statewide.

Extension Centers. An "extension center" is any temporary and/or part-time instructional site separate and beyond reasonable commuting distance from the main campus.

Institute. An "institute" is an administrative unit within a district's structure which has a specific and limited instructional purpose.

Instructional Agency. An "instructional agency" is an agency, corporation, or other defined legal entity through which instruction is offered by contract with a district/college.

Main Campus. A "main campus" is a site(s) within a district which has comprehensive programs and necessary supportive services, along with necessary facilities, to meet the educational needs of a defined geographic area.

Major. A "major" consists of three (3) or more sequential courses providing at least nine (9) semester hours of credit, or equivalent, within a single curriculum.

Public Service. "Public service" activities are activities of an educational nature, including workshops, seminars, and forums, designed to be of service to the public.

Secondary School. A "secondary school" shall be used to mean private or parochial secondary school, public secondary school district, or public unit school district.

Unit of Instruction, Research, or Public Service. "Unit of instruction, research, or public service" includes organization units such as a college, school, division, institute, branch, additional campus, department or other unit; and instructional units such as curricula, majors, and courses in any program of instruction, research, or public service.

Section 1501.302 Program Approval

a) Approval of New Units of Instruction. Each proposed new unit of instruction shall be submitted to the ICCB for approval. The criteria for approval of new units of instruction are:

1) Mission and Objectives.

A) The objectives of the unit of instruction are consistent with the mission of the college as set forth in Ill. Rev. Stat., 1983, ch. 122, par. 101.2(e).

B) The objectives of the unit of instruction are consistent with what the title of the unit of instruction implies.

2) Academic Control.

A) The design, conduct, and evaluation of the unit of instruction are under the direct and continuous control of the college's established processes for academic planning and quality maintenance.

B) The admission, course placement, and graduation requirements for the unit of instruction are consistent with the stated objectives of the unit of instruction and with Section 103-17 of the Act where applicable.

3) Curriculum. The content of the curriculum ensures that the objectives of the unit of instruction will be achieved.

4) Faculty and Staff.

A) The academic preparation and experience of faculty and staff ensure that students receive education consistent with the objectives of the unit of instruction.

B) The involvement of faculty in the unit of instruction is sufficient to cover the various fields of knowledge encompassed by the curriculum, to sustain scholarship appropriate to the unit of instruction, and to ensure curriculum continuity.

C) Support personnel, including counselors, administrators, clinical supervisors, and technical staff, have the educational background and experience necessary to carry out their assigned responsibilities.

5) Support Services.

A) Facilities, equipment, and instructional resources (e.g., laboratory supplies and equipment, instructional materials, computation equipment) necessary to meet the objectives of the unit of instruction are available and maintained.

B) Library holdings and acquisitions necessary to support quality instruction and scholarship are available and maintained.

C) Provision is made for the guidance and counseling of students, the evaluation of student performance, the continuous monitoring of progress of students toward their degree or certificate objectives, the placement of completers of the unit of instruction, and appropriate academic record keeping.

6) Financing.

A) The financial commitments to support the unit of instruction are sufficient to ensure that the faculty, staff, and support services necessary to offer the unit of instruction can be acquired and maintained.

B) Projections of revenues necessary to support the unit of instruction are based upon supportable estimates of general revenue, student tuition and fees, private gifts, and/or governmental grants and contracts.

7) Public Information.

The information that the college provides to students and the public accurately describes: the unit of instruction offered; the objectives of the unit of instruction; length of the unit of instruction; residency requirements, if any; schedule of tuition, fees, and all other charges and expenses necessary for completion of the unit of instruction; cancellation and refund policies; and such other material facts concerning the college and the unit of instruction as are likely to affect the decision of the student to enroll.

8) Accreditation and Licensure.

Appropriate steps have been taken to ensure that accreditation needed for licensure or entry into an occupation as specified in the objectives of the unit of instruction is maintained or will be granted in a reasonable period of time.

9) Program Needs and Priorities.

A) The unit of instruction must be educationally and economically justified based on the educational priorities and needs of the citizens of Illinois and the college's district.

B) The unit of instruction meets a need that is not currently met by units of instruction which are offered by other institutions in the district.

b) Withdrawal. An approved unit of instruction, public service, or research may be withdrawn by the college when it decides to suspend operation of the unit. The withdrawal request shall be reported on forms supplied by the ICCB.

c) Reasonable and Moderate Extensions

1) An approved unit of instruction, public service, or research may be modified by the college within the parameters listed in Section 1501.302(c)(2 through 4). The college shall notify the ICCB of such extensions on forms provided by the ICCB.

2) Reasonable and moderate extensions of previously approved units of instruction include curricula which are either:

A) The addition, modification, or withdrawal of courses within an approved unit of instruction which does not alter the objectives of the unit of instruction;

B) A change in minimum credit hours for completion of an approved unit of instruction that does not affect the instructional level of the unit of instruction.

C) A change in title of an approved unit of instruction that does not indicate a different objective of the unit than that previously approved.

D) The creation of an option (major, concentration, or specialization) within an approved unit of instruction in which:

i) the option created is within the same general academic discipline or occupational field as the previously approved unit of instruction,

ii) the option created within a previously approved associate degree curriculum requires the same first-year sequence of courses as the previously approved unit of instruction, and

iii) the option created does not substitute more than twelve (12) semester credit hours of other courses for courses previously approved as part of an associate degree curriculum or substitute more than six (6) semester credit hours of other courses for courses previously approved as part of a certificate curriculum of one year or more.

E) The creation of certificate curricula from previously approved associate degree curricula, providing no new courses are added for certificates of up to thirty (30) semester credit hours or no more than six (6) semester credit hours are substituted in certificates of thirty (30) semester credit hours or more.

3) Reasonable and moderate extensions of previously approved units of research or public service include units with an annual operating expenditure from whatever source of less than $250,000 or an annual operating expenditure from state appropriations of less than $50,000.

4) Reasonable and moderate extensions of previously approved units of administration include any administrative reorganization of a college.

d) Approval in a Multi-college District. Approval of new units of instruction, research, or public service in a multi-college district will be for a specific college. Transfer of a unit to, or duplication of a unit by, other colleges within the district constitutes a new unit requiring approval by the ICCB. However, up to nine (9) hours of a program approved at one college may be offered by any other college in the district at the option of the Board.

e) Lower-division Courses. Only those courses applicable to a lower-division curriculum, or uniquely a community college function, will be approved except as exempted in paragraph (f) below.

f) Special Upper-division Courses.

1) A college may offer any course that is offered by a university, regardless of numbering system, if the university normally permits its own students to take the course as lower-division students. Such courses will be eligible for ICCB grants, if they meet all other criteria.

2) If at least three (3) public universities in Illinois agree, or if a public university which is the principal recipient of transfers from the community college agrees, certain special courses taught at the upper-division level may be offered by a college and be eligible for ICCB grants, provided they meet all other criteria.

Section 1501.303 Program Requirements

a) Comprehensive Program. The programs of each college shall be comprehensive and shall include: pre-baccalaureate, occupational, and general studies curricula, and public service programs.

b) Degrees and Certificates. A college shall award associate degrees and certificates in accordance with units of instruction approved by the ICCB. This authority is not extended to administrative units of the college.

c) Honorary Degrees. Honorary degrees awarded by a Board shall be limited to the associate degree.

d) Review and Evaluation of Programs.

1) Each college shall have and implement a systematic, college-wide program review and evaluation process for evaluating both instructional programs and student and supporting services on a five-year cycle. If the college's special circumstances indicate a longer cycle would be beneficial, the college may request an exception by submitting an explanation of the special circumstances and the college's plan for program review based on a longer cycle to the ICCB. The ICCB will grant the exception when a longer evaluation cycle had been established previous to Fiscal Year 1984 or if the college has more than ten (10) programs to evaluate. A written response to the request for exception will be submitted to the college within thirty (30) days of receipt of the request.

2) The minimum review criteria for program review shall be program need, program cost, and program quality, as defined by each college.

3) Each college shall keep on file a copy of the process adopted and individual program review for ICCB Recognition purposes.

4) Each college shall submit to the ICCB a list of programs to be reviewed in the following year and summary of the previous year's program review results by August 1 each year.

e) Academic Calendar. A college shall operate on an academic calendar which provides sufficient instructional days to meet the contact hour requirements of courses approved by the ICCB and which maximizes access to education for students. Unless the college utilizes a unique instructional schedule (e.g., a four-day week), the regular academic year shall consist of at least 150 days during which a full schedule of classes is offered. Registration, testing, and orientation shall not be counted toward the 150-day requirement.

f) Preparation of Professional Staff. Professional staff shall be educated and prepared in accordance with generally accepted standards and practices for teaching, supervising, counseling and administering the curriculum or supporting system to which they are assigned. Such preparation may include collegiate study and professional experience. Graduate work through the master's degree in the assigned field or area of responsibility is expected, except in such areas in which the work experience and related training is the principal learning medium.

g) Library. Each college shall maintain a library or learning resource center with a collection of reference works and other learning resources to meet the specific needs of its curricula and students. This collection shall be kept up to date through a planned program of acquisition and deletion.

h) Supplies and Equipment. Classrooms, laboratories, and shops shall be provided with equipment and supplies which are adequate for effective teaching and learning.

i) General Education. Organized curricula leading to an associate degree shall include general education courses designed to contribute to the liberal education of each student.

j) Course Applicability. All courses must be assignable to an approved unit of instruction.

k) Course Credit.

1) Credit hours for courses for which ICCB credit hour grants are awarded shall be determined on the basis of an expected forty-five (45) hours of combined classroom/laboratory and study time for each semester hour of credit or thirty (30) hours of such time for each quarter hour of credit.

2) Courses with students participating in lecture/discussion oriented instruction will be assigned one semester hour of credit or equivalent for each fifteen (15) classroom contact hours of instruction per semester or equivalent. It is assumed that two (2) hours of outside study will be invested for each classroom contact hour.

3) Courses in which students participate in laboratory/clinical-laboratory oriented instruction will be assigned one (1) semester hour of credit or equivalent for each 30-45 classroom contact hours of instruction per semester or equivalent. It is assumed that one (1) hour of outside study will be invested for each two (2) classroom contact hours.

4) Students who participate in internship, clinical/laboratory, work-study, work-experience, or work-oriented instruction shall receive one (1) semester hour of credit or equivalent for each 75-150 contact hours per semester or equivalent.

l) Course Syllabi. A syllabus (topical outline) shall be developed and maintained for each approved course and shall be available to the public and students upon request.

m) Independent Study. Courses approved for independent study shall not exceed 25 percent of the credit hour requirements for an associate degree.

n) Internships. Appropriate internship/clinical/work-study/work-experience/supervised occupational experience for credit will be approved for application toward an associate degree or certificate program, provided at least twelve (12) semester hours or equivalent in the student's major are completed prior to, or taken concurrently with, such experience.

o) Apprenticeships. A college which participates in apprenticeships coordinated by the Bureau of Apprenticeship Training, U.S. Department of Labor and/or other programs related to business, industrial, or trade groups or organizations shall meet applicable federal, state, and local governmental rules, regulations, and guidelines.

p) Examination of Patriotism, Principles of Representative Government, Proper Use and Display of the American Flag, and Method of Voting. The examination on American patriotism, principles of representative government, proper use of and display of the American flag, and the Australian ballot voting system may be satisfied in one of the following ways:

1) The student may pass an appropriate examination at the college;

2) The student may complete, with a passing grade, a specified course that includes all subject matter identified above;

3) The college may accept evidence that the student has met the examination requirement in his/her high school in Illinois, as long as the meeting of the requirement is clearly identified on the high school transcript or the Illinois High School Equivalency Test Program certificate. Such evidence authorizes the college to make a similar notation on the student's transcript.

q) Remedial Course Credit. No remedial course credit shall be applicable to associate degrees designed for transfer to institutions granting baccalaureate degrees.

r) Adult Basic Education Course Credit. No adult basic education course credit is applicable to degrees or to certificates, except the Adult Basic Education Certificate.

s) Adult Secondary Education Course Credit. No adult secondary or college preparatory education course credit is applicable to degrees or certificates, except the Adult Secondary Education Certificate.

t) General Studies Course Credit. General studies course credit is applicable only to the Personal Development; Homemaking; Improving Family Circumstances; Intellectual and Cultural Studies; Community and Civic Development; and Health, Safety and Environment Certificates.

Section 1501.304 Statewide and Regional Planning

a) Program planning is based on an assessment of program needs within districts, planning regions, and the state as a whole. The following Planning Regions are established for the purpose of facilitating the planning of instructional and public service programs.

Region I Districts 504 (Triton), 508 (Chicago), 510 (Thornton), 512 (Harper), 515 (Prairie State), 524 (Moraine Valley), 527 (Morton), 535 (Oakton)

Region II Districts 502 (DuPage), 509 (Elgin), 516 (Waubonsee), 520 (Kankakee), 525 (Joliet), 528 (McHenry), 532 (Lake County

Region III Districts 506 (Sauk Valley), 511 (Rock Valley), 519 (Highland), 523 (Kishwaukee)

Region IV Districts 503 (Black Hawk), 513 (Illinois Valley), 514 (Illinois Central), 518 (Carl Sandburg), 534 (Spoon River)

Region V Districts 526 (Lincoln Land), 539 (John Wood)

Region VI Districts 505 (Parkland), 507 (Danville), 517 (Lake Land), 537 (Richland)

Region VII Districts 522 (Belleville), 536 (Lewis & Clark), 601 (State Community College)

Region VIII Districts 501 (Kaskaskia), 521 (Rend Lake), 529 (Illinois Eastern), 530 (John A. Logan), 531 (Shawnee), 533 (Southeastern).

b) Admission of Students to Regional Curricula. A college which offers approved regional curricula shall admit qualified students from throughout the Region on the same priority basis as in-district students.

c) Admission of Students to Statewide Curricula. A college which offers approved statewide curricula shall admit qualified students from throughout the state on the same priority basis as in-district students.

Section 1501.305 Extension Centers

a) Extension Center in Another District. A college may provide instructional or public service activities at an extension center within the borders of another college district only when formal agreement between the two affected college Boards is reached prior to the opening of the extension center.

b) Extension Center in Non-district Territory or Out of State.

1) A college which desires to provide instructional or public service activities at an extension center in non-community college territory in the state shall annually apply to the ICCB for permission to do so and shall report annually on the activities conducted at such centers.

2) The following criteria for approval of the extension center shall include:

A) the activity must be consistent with the mission of the college;

B) the activity must be justified based on projected student demands and/or a written request by the constituents of the area or another educational or public agency of the area where such activities are to be provided; and

C) a specific location of the activity must be identified.

Section 1501.306 State or Federal Institutions

A college district in which military installations, prisons, and other state and federal governmental institutions are located may provide educational programs for these units of government. If the district elects not to provide such educational programs, the provisions of Section 1501.305(a) may be waived for any college which applies to the ICCB to provide the service.

Section 1501.307 Cooperative Agreements

a) Cooperative agreements with other Illinois educational institutions and those of neighboring states may be established for the purpose of providing more accessible instructional services to students and increasing efficiency in the use of educational resources.

b) The criteria for approval of cooperative agreements under the provisions of (e), (f), and (g) below shall include:

1) the activity must be consistent with the policies of the college;

2) admission for the activity must be consistent with the policies of the college;

3) the activity must be justified based on projected student demands and/or projected manpower needs;

4) the activity must not unnecessarily duplicate other programs; and

5) facilities, equipment, instructional resources, and library holdings necessary to provide high quality activities will be available for use.

c) Agreements with Secondary Schools. If a secondary school enters into a contractual arrangement with a college to have advanced or specialized high school-level courses offered by the college in either the academic or vocational field, the college shall charge the secondary school the per capita cost of offering such instruction. The college shall not claim ICCB grants for such secondary school students.

d) In-district Cooperative Agreements. Any cooperative agreement entered into by a Board to provide educational programs or services within its district for previously approved units of instruction, research, or public service does not require prior approval by the ICCB, but shall be on file at the district central administrative office.

e) Out-of-district Cooperative Agreements. Any cooperative agreement to provide out-of-district programs and services, along with any cooperative agreement for new units of instruction, research, or public service, shall be submitted to the ICCB for its approval prior to implementation.

f) Interstate Cooperative Agreements. All interstate cooperative agreements require ICCB approval and shall be subject to the following provisions:

1) Where the particular program and/or service involved in the agreement is a new unit of instruction or public service not approved at the college, approval by the ICCB shall be required prior to implementation.

2) Illinois colleges shall account for credit hours earned by Illinois residents for funding purposes.

3) All other ICCB policies relating to units of instruction, research, or public service shall be met.

g) Agreements With Instructional Agencies. A college contracting for units of instruction to be delivered by instructional agencies shall have such units approved by the ICCB.

Section 1501.308 Reporting Requirements

Each college shall submit the items listed below in a format prescribed by the ICCB and according to the schedules indicated.

a) Basic characteristics, including sex, date of birth, ethnic classification, highest degree earned, tenure status, and employment or teaching area, of the faculty and staff employed by the college during the fall term shall be submitted within sixty (60) days after the end of the term each year.

b) A report, including sex, date of birth, ethnic classification, and instructional area of enrollment, of all students who complete certificate and associate degree programs during each fiscal year shall be submitted within thirty (30) days after the end of the last term of that fiscal year.

c) The college which is designated to participate in the Vocational Education Data System (34 CFR, Section 400.116) occupational follow-up study sample shall conduct a follow-up study of all students that completed any of the occupational/career curricula at the college during the previous fiscal year and shall report the results of this study by June 15 of that year.

d) Annual salary data for its faculty and staff shall be submitted by October 15 each year.

SUBPART D: STUDENTS

Section 1501.401 Definition of Terms

Gifted Student. A "gifted student" is a student who is judged to possess exceptionally high academic ability by both the secondary school in which the student is enrolled and the college district.

Section 1501.402 Admission of Students

a) Admission of Students Below Sixteen Years of Age. With prior joint approval of the chief executive officer of the college district and the secondary school, a college may accept gifted students below the age of 16. ICCB grants may be claimed for such students when they are not being funded under the State Board of Education formula for such instruction.

b) Admission of Sixteen and Seventeen Year Olds. With prior joint approval of the chief executive officer of the college district and the secondary school, a college may provide educational services to 16 and 17 year olds.

1) Students Whose Connection With a Secondary School is Severed. Any student who is 16 or 17 years of age and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence, is eligible to attend a college in accordance with policies of the Board. Courses taken by such students are eligible for ICCB grants.

2) Students Currently Enrolled in a Secondary School Program. Students currently enrolled in a secondary school program may be accepted into a college course(s). The credits from the college course(s) may not receive both State Board of Education and ICCB grants.

c) Admission of Students in Programs for Special Groups. Students shall be admitted to instructional programs supported by state funds for which they are otherwise qualified without regard to race, religion, sex, ethnic origin, or membership in any profession, group, organization, or association.

1) Designating Specific Sections. Course enrollments shall be open to those individuals identified in Section 1501.402(c) above. However, the nature of the instructional unit may make it desirable to offer specific sections for students with certain common backgrounds, experiences, and future aspirations.

2) Organizations' Standards Not Applicable. While it is recognized that certain organizations, groups, fraternities, and associations have standards which must be met to become employed in a particular field, such standards shall not be applicable to the continuing participation of students in college courses receiving ICCB grants.

Section 1501.403 Student Services

Student services including, but not limited to, advising and counseling, financial aid, and placement, shall be provided by the college in a manner convenient to students as defined below.

a) Advising and Counseling. The college shall have a comprehensive and organized program of academic advising and career counseling.

b) Financial Aid. The college shall provide a financial aid program, which provides students with information about and access to available financial support.

c) Placement. The college shall provide job placement services for students.

Section 1501.404 Academic Records

The college shall maintain permanent academic records for each student and protect them against loss, damage, or unauthorized alteration.

Section 1501.405 Student Evaluation

A system of evaluating and recording student performance in courses shall be in effect as per district policies and shall be available for review.

Section 1501.406 Reporting Requirements

Each college shall submit the items listed below in a format prescribed by the ICCB and according to the schedules indicated.

a) Basic characteristics, including sex, date of birth, ethnic classification, and instructional area of enrollment, of each student enrolled in all courses offered for credit during each term shall be submitted within the following schedule:

1) Students enrolled during the fall term of each year as of the end of regular registration shall be reported by October 1 of that year.

2) Students enrolled after the end of regular registration of the fall term and students enrolled during the winter, spring, summer, or other terms, except the fall term, shall be reported within thirty (30) days after the end of each term.

b) End of regular registration student headcount and full-time equivalent enrollments for each term shall be submitted within the following schedule:

1)	Summer Term:	Due by August 15
2)	Fall Term:	Due by October 1
3)	Winter Quarter:	Due by February 15
4)	Spring Semester:	Due by February 15
5)	Spring Quarter:	Due by April 1

SUBPART E: FINANCE

Section 1501.501 Definition of Terms

Annual Financial Statement. The "annual financial statement," which is required to be published by a district, consists of two parts:

an annual financial report, which includes a statement of revenues and expenditures along with other basic financial data; and

an annual program report, which provides a narrative description of programs offered, goals of the district, and student and staff data.

Attendance at Midterm. A student is "in attendance at midterm" in a course if the student is currently enrolled in and actively pursuing completion of the course.

Business Assistance Centers and Economic Development Offices. Business assistance centers and economic development offices are entities at community colleges that work with business, industry, and other economic development entities serving the district providing training and services that will enhance economic development.

Disadvantaged Student. A "disadvantaged student" is a student which the college designates as having deficient educational skills, as determined by teacher evaluation and various standardized tests, which prevent the student from successful participation in or completion of a post-secondary program at a community college. This may include a student with physical disabilities which require special support services.

Disadvantaged Student Grant. A "disadvantaged student grant" provides funding for:

Special or extra services to assist disadvantaged students to initiate, continue, or resume their education, including tutoring, educational and career counseling, referrals to external agencies and testing/evaluation to determine courses or services needed by a disadvantaged student.

Courses (not funded through credit hour grants) to provide the academic skills necessary to remedy or correct educational deficiencies to allow the attainment of educational goals, including remedial, adult basic education, adult secondary education, and English as a Second Language courses.

Economic Development Activities. Economic development activities create or retain jobs and increase employment opportunities.

Economic Development Grants. Economic Development Grants provide funds for activities designed to enhance economic development.

Resident of a District. For purposes of ICCB grants only, a "resident of a district" is a student who meets the following criteria:

If unemancipated, at least one parent, step-parent, or court-appointed guardian of the student shall reside in the district.

If emancipated, the student shall have lived in the district, in some capacity other than as a student at a post-secondary education institution or a resident of a state or federal correctional institution, for a period of at least thirty (30) days prior to enrolling at the community college, unless evidence is presented that the student has permanently relocated for purposes other than attending school. District residency shall be based on evidence of ownership and/or occupancy of a dwelling in the district and at least one of the following showing district residency:

An Illinois driver's license;
An Illinois automobile license registration;
An Illinois voter's registration card;
A document showing the student's past or existing status as a district student, e.g., a high school transcript.
Other non-self-serving documents.

Resident of Illinois. For purposes of payment of ICCB grants, a "resident of Illinois" is a person who meets the following criteria:

If unemancipated, at least one parent, step-parent, or court-appointed guardian of the student shall reside in Illinois.

If emancipated, the student shall be a legal resident of the State of Illinois and have lived in Illinois, in some capacity other than as a student at a post-secondary education institution, for a period of at least thirty (30) days prior to enrolling at the community college, unless evidence is presented that the student has permanently relocated for purposes other than attending school. Evidence of legal residency shall be based on ownership and/or occupancy of a home in the State of Illinois and one of the following:

An Illinois driver's license.
An Illinois automobile license registration.
An Illinois voter's registration card.
Employment in the State of Illinois.
Payment of Illinois income tax.
A document showing the student's past or existing status as an Illinois student, e.g., a high school record.
Other non-self-serving documentation.

Section 1501.502 Financial Planning

Financial Planning for current and future operation shall provide for both a sound educational program and prudent use of public funds.

Section 1501.503 Audits

a) External Audits.

1) Three (3) copies of the annual external audit shall be submitted to the ICCB on or before October 15, following the close of the fiscal year. If the audit cannot be completed by this date, the college may submit a request for extension of time to the Executive Director before October 1, following the close of the

fiscal year. This request shall be accompanied by an explanation of the circumstances which cause the report to be delayed along with an estimated date for submission.

2) Each audit report shall contain a schedule of enrollment data, comment on internal control, comment on basis of accounting, uniform financial statements, Economic Development Grant audit report, and a Disadvantaged Student Grant audit report in the manner and format established by the ICCB.

A) The disadvantaged student grant audit shall verify that disadvantaged student grant funds received by the district were expended in accordance with Section 1501.508(c) and shall include a statement of revenues and expenditures along with a balance sheet.

B) Multi-campus districts shall submit a single audit for the district which includes separate statements for each college as such relate to Section 1501.508(e).

C) The economic development grant audit report shall include a schedule of revenues and expenditures. The report shall also verify that the economic development grant funds were expended in accordance with Section 1501.509.

b) Confirmation of ICCB Grants. An audit confirmation shall be made to the ICCB for all ICCB grants received during the fiscal year. Each district will be provided a listing of grants made to the college by September 1, following the close of each fiscal year. The district shall confirm to the ICCB that all of the grants made to the district for the fiscal year were received by the district.

Section 1501.504 Budgets

One (1) copy of the official district budget shall be filed with the ICCB by October 15 of each year in the format prescribed by the ICCB. Copies of amended budgets shall also be filed with the ICCB within thirty (30) days after their adoption. Colleges may develop a budget format for internal use which reflects their own individual organizational structures.

Section 1501.505 Non-resident Student Tuition Calculations

a) The out-of-district tuition rate to be charged to the district of the student's residence shall be calculated as specified in Chapter 122, Section 106-2 of the Illinois Revised Statutes, 1981, and a copy of this calculation shall be submitted for each fiscal year to the ICCB on or before October 15 of that fiscal year.

b) The apportionment grant rate specified in the out-of-district tuition calculation prescribed in Section 106-2 of the Act shall be determined by dividing the district's current fiscal year's apportionment grants by the district's apportionment enrollment for the second past fiscal year.

c) The depreciation rate used in the out-of-district tuition calculation for capital expenditures for equipment and temporary buildings shall be 12.5 percent each year for eight (8) years, and for permanent facilities 2 percent each year for fifty (50) years.

d) The foreign student tuition rate shall be the same as out-of-state student tuition rate, as specified in Chapter 122, Section 106-4.1 of the 1981 Illinois Revised Statutes.

Section 1501.506 Published Financial Statements

The Annual Financial Statement shall be published in at least one (1) newspaper having general circulation within the district. If no such newspaper exists, then publications shall be made in two (2) or more newspapers which together cover the district. This statement shall be published no later than November 15, following the close of the fiscal year. One (1) copy shall be filed with the ICCB on or before December 1, following the close of the fiscal year.

Section 1501.507 Credit Hour Grants

a) Claims. Claims for credit hours shall be submitted within thirty (30) days after the end of each term on forms provided by the ICCB.

b) Course Requirements. Courses which produce credit hours eligible for ICCB grants shall satisfy the following requirements:

1) Courses shall be offered for the number of credit hours for which they are approved by the ICCB.

2) Courses which have variable credit hours shall be claimed in specified increments only up to the maximum credit value approved for the course.

3) Course data shall be posted to the permanent academic record of each student claimed.

4) Courses shall be a part of units of instruction which have been approved by the ICCB, or the courses must be authorized extensions of existing units of instruction.

5) Courses shall have specific written objectives.

6) A course outline shall be available for review by any student or citizen.

7) Courses shall have a method of evaluating student performance which follows the adopted college grading system.

8) Courses shall follow the adopted college policies on student tuition.

9) The following categories of physical education courses shall be the only ones to produce eligible credit hours:

A) Elective physical education courses;

B) Required courses for majors and minors in physical education, recreational leadership, and related programs;

C) Physical education courses in teacher education programs as required by the State Teachers Certification Board.

10) Courses shall produce a maximum rate of one (1) semester credit hour or equivalent per week. Requests for exceptions to this part may be submitted to the ICCB. The criteria utilized by the ICCB for exceptions shall include:

A) documentation of need for an intensified or accelerated schedule;

B) student population identified with testing and/or screening to indicate special needs and/or competencies;

C) how courses are instructed, including schedule of classes, study time allotted for students, method of instruction and how students are evaluated;

D) time period of instructional activity and projected termination date;

E) procedures to evaluate the accelerated instructional activity.

c) Student Requirements. The following requirements shall apply to students who generate credit hours eligible for ICCB grants:

1) Students shall be certified by their instructors as being in attendance at midterm by including a certification statement on the midterm class roster, signed and dated by the instructor.

2) Students who complete a course with a passing grade by the end of the term and who were not certified as being in attendance at midterm by the instructor shall be considered as having been in attendance at midterm.

3) Students shall be residents of the State of Illinois.

4) Auditors or visitors in a course shall not produce eligible credit hours.

5) Students who repeat enrollment in a course shall produce credit hours eligible for ICCB grants only when one of the following conditions is met:

A) If the student has not completed the course with a grade of C (or equivalent) or better and the course is necessary to satisfy requirements for a degree or certificate, the course may be repeated once;

B) If the student needs to bring the grade point average up to the required level for graduation, the course may be repeated once;

C) If a course has been approved by the ICCB to be repeated, the student may repeat the course as often as approved by the ICCB.

d) Exceptions. The following credits will not be eligible for ICCB credit hour grants:

1) Credit by examination;

2) Military service credit for physical education;

3) Transfer of credit earned at other institutions or in the armed forces;

4) Proficiency examinations;

5) Advanced placement credits;

6) Other methods of program acceleration which do not include instruction.

Section 1501.508 Disadvantaged Student Grants

a) Disadvantaged student grants shall be awarded to districts that submit an application for such funds by August 1 of each year on forms provided by the ICCB.

b) Disadvantaged student grant funds shall be accounted for in a restricted purposes fund.

c) The following are allowable expenditures for disadvantaged student grant funds:

1) Personnel. Salaries and benefits for courses and services provided only to disadvantaged students.

A) Tutors, both student and professional.

B) Counselors and paraprofessional counselors who spend a minimum of fifty (50) percent of their time working with disadvantaged students.

C) Instructor salaries. (Courses reimbursed through credit hour grants will not be eligible for funding through disadvantaged student grant funds after July 1, 1984.)

D) Direct support service personnel for assistance to students with disabilities, e.g., readers, notetakers, and drivers.

2) Instructional Materials. Books, media packages such as computer software, and testing and evaluation materials provided only to disadvantaged students.

3) Instructional Equipment. Lease or purchase of, e.g., tape recorders, small computers, and readers provided only to disadvantaged students.

4) Travel related only to disadvantaged student activities for both college personnel and students.

A) Disadvantaged student activities such as field trips and student transportation.

B) Conference expenses related directly to disadvantaged student grant activities.

5) Staff development expenditures for disadvantaged student grant personnel and outside consultants.

6) The following disadvantaged student grant administrative expenditures relate only to disadvantaged student grants. The total administrative expenditures may not exceed thirty (30) percent of the total disadvantaged student grant per district.

A) Administrative salaries.

B) Office staff salaries.

C) Office equipment.

D) Utilities.

E) Rental of facilities.

d) Reports of services, courses, and expenditures supported by the disadvantaged student grant shall be filed with the ICCB by August 1 of each year on forms provided by the ICCB.

e) An initial grant in the amount designated in Section 2-16 of the Act shall be allocated for expenditure by each community college within a multi-campus district. Remaining funds within a multi-college district may be allocated according to district policies.

f) Disadvantaged student grant funds shall be obligated prior to June 30. Goods and services shall be received prior to September 30. Unexpended funds shall be returned to the ICCB by October 15 following the end of the fiscal year.

Section 1501.509 Economic Development Grants

a) A minimum of $30,000 of each district's Economic Development Grant shall be used to operate a business assistance center or economic development office, that is, expenditures specified in Sections 1501.509(d)(1), 1501.509(d)(5), 1501.509(d)(6), 1501.509(d)(7), 1501.509(d)(8), and 1501.509(d)(9).

b) No more than twenty-five (25) percent of each district's Economic Development Grant may be used for expenditures of equipment as specified in Sections 1501.509(d)(4) and 1501.509(d)(9)(A).

c) Economic Development Grant activities include the following:

1) Conducting customized training programs for new or existing business and industry through the following activities:

A) Developing and offering customized industrial or commercially-sponsored courses.

B) Establishing apprenticeship or internship programs with area business and industry.

2) Providing the following employment training services training for unemployed or underemployed adults to improve their job skills and assist them in seeking employment:

A) Establishing and/or operating career counseling and testing programs.

B) Providing job placement assistance.

C) Conducting courses and workshops which are not claimed for credit hour grant funding.

3) Cooperate with other economic development entities (such as chambers of commerce, economic development commissions, and local governments) involved in commercial and industrial expansion and/or retention to:

A) Provide assistance through special courses, workshops, and conferences to area business and industry and economic development entities on such topics as training; financing, starting, and operating a business; contract procurement; purchasing and accounting; and use of computers.

B) Identify and develop educational programs needed by business and industry for emerging occupations.

C) Obtain the use of equipment from business and industry for employment training programs.

D) Assist with the conduct of an assessment of the area's assets and liabilities in attracting and retaining business and industry.

E) Assist with the conduct of an industrial retention survey to assess the need for training or other assistance by area business and industry.

F) Provide appropriate training assistance or services determined necessary by surveys or assessments.

G) Help to market the area to prospective business and industry.

d) The following are allowable expenditures for Economic Development Grant funds:

1) Personnel. Salaries and benefits for the following personnel based on the percentage of time they spend on economic development activities.

A) Administrative and support staff of the business assistance centers or economic development offices.

B) Counselors that provide employment and educational counseling to unemployed or underemployed individuals.

C) Instructional personnel who teach courses, which are not eligible for credit hour grant funding, to unemployed or underemployed persons or who teach customized courses, which are not eligible for credit hour grant funding, for business and industry.

2) Contractual Services. Expenditures for professional services which are determined by the college to be more appropriately or efficiently provided by other public or private entities to complete specific programmatic work needed to conduct the district's economic development activities.

3) Instructional Materials. Books, films, and testing/evaluation materials for use in courses taught to unemployed and underemployed individuals or persons receiving industrial or customized training designed for area business and industry.

4) Instructional Equipment. Lease or purchase of demonstrators, models, trainers, or other equipment for use in courses taught to unemployed and underemployed individuals or persons receiving customized training designed for area business and industry.

5) Promotional Materials. Brochures, newsletters, slide presentations, films, and advertisements used to market the districts' economic development services.

6) Staff development. Seminars, courses, and conferences related to economic development for administrative staff that spend 51 percent of their time working in the business assistance center/economic development office.

7) Conference and Meeting Expenses. Expenses for conducting conferences and meetings related to Economic Development Grant activities specified in Section 1501.509(c) at which business assistance center staff, business and industry, and/or economic development entities are in attendance.

8) Travel. Travel expenses related to Economic Development Grant activities as specified in Section 1501.509(c) for staff specified in Section 1501.509(d)(1) and their supervisors.

9) The following are related costs of operating a business assistance center/economic development office:

A) Office equipment

B) Utilities and telephone

C) Consumable supplies

D) Duplicating

E) Facility rental

e) Economic Development Grant Funds shall be granted upon receipt of a completed application from the district by August 1 of each year on forms provided by the ICCB.

f) Reports of services and courses supported by the Economic Development Grant shall be filed with the ICCB by August 1 following the end of the fiscal year on forms provided by the ICCB.

g) Economic Development Grant funds shall be accounted for in a set of self-balancing accounts within the restricted purposes fund.

h) Economic Development Grant monies shall be expended or obligated prior to June 30 each year. Goods and services for which monies have been obligated shall be received or rendered prior to September 30 following the end of the fiscal year for which the funds were appropriated. Salaries and benefits for personnel may not be obligated for services rendered after June 30. Unexpended monies shall be returned to the ICCB by October 15 following the end of the fiscal year.

i) Economic Development Grants funds not used in accordance with Section 1501.509 shall be returned to the ICCB within six months after receipt of the external audit report by ICCB.

Section 1501.510 Reporting Requirements

Each college shall submit the items listed below in a format prescribed by the ICCB and according to the schedules indicated:

a) Resource allocation and management planning (RAMP) data by August 1 of each year.

b) Unit cost data for the previous fiscal year by September 15 following the end of that fiscal year.

c) A survey of local tax extensions and collections by October 1 of each year.

d) Certificate of Tax Levy by January 31 of each year.

SUBPART F: CAPITAL PROJECTS

Section 1501.601 Definition of Terms

Building Efficiency. "Building efficiency" is the ratio of the total net assignable square feet (NASF) of a building, which includes the interior of classrooms, class laboratories, offices, study areas, libraries, special or general use areas, and supporting areas for each of these space types, to the total gross square feet (GSF) of a building, which includes circulation areas, custodial areas, mechanical areas and structural areas plus the NASF as defined above.

Campus Facilities Master Plan. A "campus facilities master plan" is a drawing of the campus showing existing facilities, proposed facilities, and a brief description of the buildings and their major use.

Credits. "Credits" are funds appropriated by the state for that portion of a broader state funded project for which local funds have been expended.

Locally Funded. A "locally funded" project is a capital project which has been totally funded from local district bond issues, local district operating funds, federal grants, foundation or other grants, gifts, student fees, or any source which is not state appropriated.

Reimbursements. "Reimbursements" are funds appropriated by the State for the purpose of paying the state's share of previously built, locally financed construction projects approved by the ICCB.

Scope. "Scope" is a term relating to the parameters of the project, primarily the physical dimensions of the project and the functions to be conducted therein.

State Funded. A "state funded" project is a capital project which has been partially or fully funded with a state appropriation.

Structural Defect/Deficiency. A "structural defect/deficiency" is a capital project which has a defect or deficiency directly attributable to inadequate design or construction, or defective construction materials.

Section 1501.602 Approval of Capital Projects

The expenditure of funds for purchase, construction, remodeling, or rehabilitation of physical facilities, both on campus and at extension centers, shall have prior ICCB approval, except locally funded projects for which no future state funding is requested. The authority to approve such locally funded projects is delegated to the Executive Director of the ICCB.

Section 1501.603 State Funded Capital Projects

a) Projects Eligible to Receive State Funds. State funds may be requested for the capital projects, both those to be purchased and those to be constructed, as defined herein. The funds may be requested prior or subsequent to construction and may include or consist of architectural and engineering fees associated with the project. Projects for which funding is requested subsequent to completion (reimbursements or credits) shall have had prior ICCB and Illinois Board of Higher Education approval and shall have been administered by the Capital Development Board. Such projects shall consist of:

1) Buildings, Additions, and/or Structures (including fixed equipment). Types of buildings that may be included are:

A) Classrooms.
B) Libraries.
C) Science laboratories and related science facilities.
D) Occupational, technical, and semi-technical laboratories, shops, and classrooms.
E) Fine and applied arts classrooms and laboratories.
F) Central utility facilities.
G) Administration and student personnel services facilities.

H) Physical education instructional facilities.
I) Student areas appropriate to the needs of a commuter institution, including food services, lounge areas, study areas, storage lockers, child care facilities, and facilities for student activities such as newspaper editing and student government.
J) Other structures used for the operation and maintenance of the campus.

2) Land.

3) Movable Equipment.

4) Utilities (those beyond a five foot perimeter of buildings).

5) Remodeling or Rehabilitation of Existing Facilities. Such projects include provision for:

A) Access for handicapped students.
B) Energy conservation.
C) Emergency repairs (including construction defects/ deficiencies).
D) Programmatic changes.

6) Site Improvements.

A) Clearance.
B) Earth movement.
C) Drainage.
D) Streets and walkways.
E) Parking.
F) Finish grading, seeding, landscaping.
G) Other work required to make land usable as a building site.

7) Planning. A building project may be divided into sub-projects with planning funds (architect or engineering fees) requested for one fiscal year and construction funds requested in a subsequent year.

b) Project Selection Criteria. In order for capital projects to be considered for state funding, the following requirements shall be met:

1) Applications shall be submitted on forms provided by the ICCB.

2) Each district shall have a campus facilities master plan on file with the ICCB. New or revised master plans shall be submitted when new construction, which changes the previous master plan on file with the ICCB, is planned or requested. The master plan for each college shall be approved by the local Board prior to submission to the ICCB.

3) Certification of local board approval of the project(s) requested shall be provided.

4) Certification shall be provided that funds are available to provide the local share of the project(s) in accordance with Sections IIIA and V of the Act.

5) Certification shall be provided that a suitable construction site is available.

6) Evidence of need for the space requested shall be provided either on a general enrollment basis as specified in Section 1501.603(c)(3)(C) or a specific program need basis as specified in Section 1501.603(c)(3)(D).

7) The project shall be within the mission of a community college as set forth in Section 101-2e of the Act.

c) Project Priority Criteria. Capital project priorities will be established within the categories named in ICCB Rule 1501.603(a) according to the following criteria:

1) Land. Requests for state funding for land will be assigned a priority based on the extent to which the state has participated financially in acquiring the following acreage:

A) Up to 1,500 full-time equivalent on-campus day students in the fall term allows eligibility for reimbursement for the cost of 100 acres.

B) Between 1,500 and 3,000 full-time equivalent on-campus day students in the fall term allows eligibility for reimbursement for the cost of 150 acres.

C) More than 3,000 full-time equivalent on-campus day students in the fall term allows eligibility for reimbursement for the cost of 250 acres.

The lower the amount of state financial participation already provided, the higher the priority of the project.

2) Site Improvements. Requests for state funding for parking areas will be assigned a priority based on the extent to which the state has previously participated financially in spaces for 80 percent of full-time equivalent faculty and staff and spaces for the following percentages of students:

A) When public transportation serves the college at least every two (2) hours during the day, twenty (20) percent of the fall term day or evening headcount enrollment.

B) When public transportation serves the college less frequently, fifty (50) percent of the fall term day or evening headcount enrollment.

C) When no public transportation is available, sixty-five (65) percent of the fall term day or evening headcount enrollment.

The lower the amount of state financial participation already provided, the higher the priority of the project.

3) Other site improvements will be assigned a priority in conjunction with the facilities to which they relate.

4) Buildings, additions, and/or Structures (including qualifying fixed equipment and planning funds). Each of the following criteria will be considered in establishing priorities of buildings, additions, and/or structures:

A) Type of space to be constructed (in priority order):

i) Instructional space including basic classrooms, laboratories and shops, and preparation and storage areas.
ii) Learning resource centers including libraries, audiovisual centers, and learning laboratories.
iii) Administrative and counseling offices.
iv) Student center, including food service area, lounge area, study area, storage lockers, child care facilities, and facilities for student activities such as newspaper editing, student government, and other student organizations.
v) Physical education facilities, designed primarily for instructional use.
vi) Fine arts center, including rehearsal, practice, and studio facilities.
vii) Support facilities including maintenance shops, garages, warehouses and storage facilities.
viii) Theater and/or auditorium facilities.
ix) Physical education facilities, designed primarily for spectator or recreational use.

B) Utilization of Existing Space. Priorities will be assigned so that the higher the weekly on-campus classroom and class laboratory hours of utilization for credit and non-credit courses offered by the college, the higher the priority assigned to a requested project.

C) Requests for space will be assigned priorities so that the less existing permanent space per student a facility has, the higher the priority of the project. For facilities other than occupational program instructional shops, the following amounts of space are considered to be sufficient: for the first 1,500 on-campus full-time equivalent day students, 110 GSF per on-campus full-time equivalent day student; for the next 1,500 on-campus full-time equivalent day students, 100 GSF per on-campus full-time equivalent day student; for each additional on-campus full-time equivalent day student, 90 GSF per on-campus full-time equivalent day student. For occupational program instructional shops, 140 GSF per on-campus full-time equivalent day student enrollment in courses using such shops will be considered sufficient space.

D) Program Considerations. Consideration will be given to the need for special facilities based on the programs to be housed in the requested facilities. Priorities will be assigned so that the greater the need for special facilities the higher the priority. Criteria for need will be:

i) Labor market demand for graduates of the program (as indicated by current manpower data).

ii) Unavailability of special facilities needed for the program.

iii) Other special needs as described in the program justification statement submitted by the college with the project request.

5) Remodeling or Rehabilitation of Existing Facilities. The following criteria will establish the order of remodeling/rehabilitation projects (in priority order):

A) Those projects which will reduce physical health and safety hazards to the general student body and staff (e.g., structural defects/deficiencies).

B) Those projects which will reduce physical health and safety hazards to a limited number of students and/or staff (e.g., handicapped modifications).

C) Those projects which will result in financial and/or natural resource savings (e.g., energy conservation).

D) Those projects which will result in the development of more efficient utilization of existing space.

6) Movable Equipment. Equipment priorities will be the same as those of the projects to which the equipment relates.

7) Utilities. Utilities will be assigned priorities which are the same as those of the projects to which they relate.

8) Additional consideration may be given to the priority ranking of a project if it had previous ICCB approval for planning or construction. Projects which were funded initially through local sources and which seek state reimbursement for a portion of these expenditures will be ranked below projects seeking state funding prior to construction.

d) Construction Standards. The following standards shall be applied in the design and construction of facilities:

1) Building Efficiency. Campus-wide building efficiency should be at least 70 percent. However, individual buildings may be below this level if they are high-rise (four or more floors), include a large number of small classrooms and/or labs, or if a large portion of the building is designed for custodial or mechanical purposes to serve the entire campus.

2) Facilities Codes. All construction, remodeling, and rehabilitation of facilities shall be in compliance with current building and life safety codes required for institutions of higher education in Illinois.

Section 1501.604 Locally Funded Capital Projects

All locally funded capital projects shall meet the project selection criteria as defined in ICCB Rule 1501.603(b) and the construction standards as defined in ICCB Rule 1501.603(d).

Section 1501.605 Project Changes

a) Changes in budget and/or scope of approved construction projects shall be submitted to the ICCB for approval.

b) Limited Changes. The Executive Director shall have the authority to approve changes in projects previously approved by the ICCB as follows:

1) Increases which amount to no more than five (5) percent, or $100,000 total, whichever is less, of the previously approved budget.
2) Changes which amount to no more than five (5) percent of the previously approved scope of the project.
3) Construction change orders which may contribute to an increase of no more than five (5) percent in construction project budgets, or $100,000 total, whichever is less.

Section 1501.606 Reporting Requirements

Each college shall submit the items listed below in a format prescribed by the ICCB and according to the schedules indicated;

a) Progress reports of all construction projects by January 1 and July 1 of each year.

b) Course resource data showing the facilities used by each course offered for credit during the fall term within thirty (30) days after the end of the term.

c) An inventory of its facilities and an update of this inventory annually as of the fall term within sixty (60) days after the end of the fall term.

ERIC Clearinghouse for Junior Colleges
8118 Math-Sciences Building
University of California
Los Angeles, California 90024
DEC 14 1984